012100  (First Posted: 3/30/2018)
POSITION:  Sr. Compensation Analyst/Consultant
EMPLOYER:  Allianz Global Investors
LOCATION:  New York, NY
DUTIES:  Main aim and objectives: The Sr. Compensation Analyst/Consultant will have a minimum of five years experience and is responsible for the supporting the Head of Compensation and Benefits, United States with the development of rewards strategy and the proper execution of compensation and benefits programs, processes and reporting in the United States in alignment with the global Compensation and Benefits Strategy.

Primary responsibilities:
Support the building and maintaining a United States C&B function

Please visit our website for a complete job posting
1) Select Region US
2) Select NY
3) Search for Sr. Compensation Analyst/Consultant

QUALIFICATIONS:  BA/BS in quantitative (Finance, Mathematics) or behavioral (Psychology) background, Masters degree preferred. Strong Excel (pivot tables, vlookup) skills and ability to present data to senior level executives. Advanced PowerPoint presentation skills. Excellent Communication skills, including ability to discuss compensation topics with management and/or HR Business Partners.
Asset Management/Financial Services industry experience a must.

SALARY:  Comensurate with experience
CONTACT:  Please email your resume to:
1) Careers@allianzgi.com
2) Include job title in subject line Sr. Compensation Analyst/Consultant

012101  (First Posted: 3/30/2018)
POSITION:  Senior HR Specialist/Generalist
EMPLOYER:  Zotos International
LOCATION:  Geneva, NY
DUTIES:  Responsible for administering employee benefit programs, including STD, LTD, medical, dental, vision, life, etc. Is the primary point-of-contact for all employeesâ€™ health-related concerns and questions, while ensuring HIPAA compliance. Oversees and administers company FMLA program, with support from HR Shared Services. Manages and administers health and welfare plans designed to enhance the well-being of our employees. Communicates with payroll and insurance providers to ensure accurate record keeping and accurate deductions. Responsible for COBRA administration. Act as an employee advocate while ensuring employee understanding of benefit programs by creating and implementing regular communications and through counseling employees and/or their dependents as needed.
QUALIFICATIONS:  Bachelors degree in Human Resources Management or related field, plus 2-4 years experience in human resources, or equivalent. Fundamental working knowledge in all areas of HR. Ability to multi-task and prioritize in a fast-paced, change for growth environment. Bilingual in English and Spanish. Excellent communication skills (both written and verbal): Ability to speak effectively with groups of management and employees. Ability to maintain the confidentiality of sensitive information

SALARY:  Commensurate with experience
CONTACT:  Email Kelly Fazzino at KFazzino@zotos.com if interested
POSITION: Senior HR Manager/Business Partner  
EMPLOYER: Zotos International  
LOCATION: Geneva, NY  
DUTIES: Responsible for Developing and Implementing the Talent Strategy for the Plant encompassing all aspects of the employee life cycle: Talent Acquisition, Performance Management, Learning and Development, Reward and Recognition and Retention.  
Responsible for oversight of employee programs and practices, including medical benefits, wellness programs, leave of absences, time off, unemployment claims, employee engagement and development and maintenance of the employee handbook. Lead on human resources processes, including: Employee Relations, Talent Strategy and workforce planning, core data management in HRIS systems, annual performance review process, merit increase cycle, bonus cycles, organizational change, continuous improvement initiatives, training and facilitation. 
QUALIFICATIONS: Bachelor's level Degree is required. Master's degree in Human Resources, business administration or other related discipline is preferred. Minimum of 8-10 years of progressive HR experience in a matrixed environment is required; Experience within a manufacturing and/or CPG environment working with salaried and hourly population is required. Ability to balance role as employee advocate and business partner while maintaining neutrality and credibility with the organization. 
SALARY: Commensurate with experience  
CONTACT: Email Kelly Fazzino at KFazzino@zotos.com

POSITION: Compensation Analyst / Senior Analyst  
EMPLOYER: TPG Sixth Street Partners  
LOCATION: New York, NY  
DUTIES: Report to Head of Compensation. Manage data and analysis for year-end compensation processes. Build out headcount reporting and related people metrics (i.e., performance review data, attrition statistics, and recruiting/new hire/diversity metrics) provided periodically to TSSP leadership. Drive compensation elements of time/expense allocation processes (i.e., preparing monthly/quarterly materials in collaboration with Accounting and Financial Planning & Strategy teams). Prepare materials and agenda for recurring Comp Committee meetings. Leverage HRIS system (Workday) and expand upon current usage to achieve a single HR database. Coordinate annual compensation benchmarking process with vendor data and analyze results. Respond to ad-hoc reporting requests.  
QUALIFICATIONS: 2-5 years of Compensation/HR Analytics experience (preferably in Financial Services); strong analytical skills and an advanced knowledge of Excel required. Should have outstanding organizational skills and attention to detail; excellent verbal/written communication skills as well. Ability to work with highly confidential information and maintain discretion. Proven ability to manage heavy workload and prioritize time. Self-starter; high energy; strong work ethic. 
SALARY: Competitive  
CONTACT: Please email a copy of your resume to JFriedman@tpg.com to apply.

POSITION: Dean for Extended Learning  
EMPLOYER: Highline College  
LOCATION: Des Moines, WA (Seattle/Tacoma area)  
DUTIES: The Dean for Extended Learning works collaboratively with Instructional deans and directors to provide leadership and management of the college's extended-learning programs. These include contract training, community-based and off-campus programming, grant-funded training programs and professional development for incumbent employees, and college credit instruction in specific educational pathways. The Dean is responsible for the effectiveness of the division to develop and deliver high-quality education programs that address the specific needs of the communities and individuals served. Full details at http://bit.ly/2HVLXpt.  
QUALIFICATIONS: Required: Master's degree (or higher) from an accredited college or university; and three years successful higher education experience that includes supervision, fiscal management, and education program oversight. Preferred: leadership of faculty and staff in community college setting; record of community involvement, partnerships with community based organizations, workforce boards, etc.; and experience working in a collective bargaining environment.  
SALARY: $107,000  
CONTACT: Apply online at http://humanresources.highline.edu/job
012104  (First Posted: 4/13/2018)
POSITION: Learning and Teaching Center Program Manager
EMPLOYER: Highline College
LOCATION: 15 mi south of Seattle, WA
DUTIES: The Learning and Teaching Center (LTC) Program Manager provides leadership, coordination, direction, and vision for faculty professional development. The manager will plan and assess LTC activities, facilitating adoption of evidence-based best practices regarding higher education curriculum, instruction, and assessment; provide resources for faculty professional development; stay abreast of evidence-based practices in higher education teaching and learning, teaching-effectiveness assessment, and advising; assess faculty needs regarding LTC services and resources; and coordinate LTC affiliate faculty activities and offerings.
SALARY: 60,000
CONTACT: A list of required application materials and instructions for applying online are available at http://humanresources.highline.edu/job

NON-PROFIT/GOVERNMENT

012105  (First Posted: 4/13/2018)
POSITION: Business and Human Resources Administrator
EMPLOYER: The Willem de Kooning Offices
LOCATION: New York, NY
DUTIES: The Willem de Kooning Offices seek a highly organized and discreet individual to fill the position of Business and Human Resources Administrator. Reporting to executive management and in support of all programs and staff members, this position will oversee all business administration and human resource needs of the offices. Specifically, this position will implement and develop administrative systems, procedures and documentation, oversee operations and maintenance of office facilities and equipment, benefits administration, risk management and personnel support, while assisting other staff members, as needed. This position does not include the administration of payroll and banking accounts.
QUALIFICATIONS: 5 or more years prior experience in office administration and human resources. Knowledge of bookkeeping and accounting is a plus. Bachelors degree or higher in business, human resources management, or related field. Human Resources Certification (PHR, SPHR, or SHRM) preferred. Proficiency in administering retirement programs. Proficiency in evaluating and managing insurance and benefits policies. Proficiency in managing project budgets.
SALARY: Salary commensurate with experience. Comprehensive benefits package, including health insurance, retirement plan, TransitChek, paid sick leave and vacation.
CONTACT: Interested parties should submit a cover letter, resume, writing sample, and 3 professional references to info@dekooning.org.